



AUSTRALIAN EMBASSY

Job Vacancy – Senior IT Officer

The Australian Embassy in Amman is seeking an energetic, proactive and service-focussed person to join our team as the Senior IT Officer.

Duties:

- Maintain the Embassy's connection to the Australian Government's International Communication Network (ICN).
- Provide IT support and training to all staff.
- Supervise the Embassy IT Officer.
- Maintain a good working knowledge of local telecommunications providers and available products in Jordan, including business grade services and mobile communications/products.
- Maintain Embassy contact information and WhatsApp groups.
- Provide user training to staff on Embassy's ICT systems/software.
- Provide technical support for residential ICT connection services.
- Manage Emergency Communications Network (ECN) equipment.
- Other duties as required.

Selection Criteria:

The successful candidate will have:

- Experience and qualifications in computer systems and ICT networks, including hardware and software.
- Fluency in English and Arabic.
- Excellent knowledge of local ICT market and suppliers.
- Demonstrated knowledge of finance procedures and applications, especially SAP.
- Excellent skills in security systems, including CCTV and access control.
- Ability to liaise with local providers and suppliers of ICT services.
- Experience with audio visual systems e.g., projectors, sound systems for public events.

Monthly Salary range: JOD 1,415 – JOD 1,655 (starting salary may be negotiated depending on skills and experience).

All new staff are employed on a fixed term contract basis and will be initially engaged for a three month probationary period.

Applications must include:

- Cover letter which explains how you meet each point of the above selection criteria (maximum 1,000 words),
- Short resume (2 pages).
- Contact details of at least two recent work referees.

Please send applications no later than 5pm on Tuesday the 16th of August, 2022 to amman.applications@dfat.gov.au

Incomplete or late applications will not be accepted.

The Australian Government is an equal opportunity employer. Any enquiries should be directed to the above email address.